



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RECYCLING SPECIALIST II
Departmental Promotional Examination

PROMOTIONAL ONLY Applicants must have a permanent civil service appointment with Department of Conservation as of the final filing date in order to take this examination

FINAL FILING DATE **November 8, 2004:** Applications (Form 678) must be **POSTMARKED** no later than the final filing date. **Please note that only applications with a revision date of 12/2001 will be accepted.** All other applications will be returned. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.

HOW TO APPLY Applications are available and may be filed in person or by mail with:

DEPARTMENT OF CONSERVATION
HUMAN RESOURCES OFFICE (KD)
801 K STREET, MS 22-13
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the “Application for Examination”. You will be contacted to make specific arrangements.

EXAMINATION DATES Qualification Appraisal: It is anticipated that interviews will be held during December 2004/January 2005.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE \$4327-5259

EXAMINATION INFORMATION The examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

COMPETITORS WHO DO NOT APPEAR FOR THE ORAL INTERVIEW WILL BE DISQUALIFIED.

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100.00%

ELIGIBLE LIST INFORMATION A Department promotional list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO EXAMINATION **NOTE:** It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either “I”, or “II”, or “III”, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXPERIENCE **Either I:** One year of experience in the California state service performing recycling and/or waste management duties in a class with a level of responsibility equivalent to that of a Recycling Specialist I, Range B.

Or II: Three years of progressively responsible professional experience in recycling and/or waste management, regulation, analysis or research; or resource recovery. One year of the required experience must have been performed at a level of responsibility equivalent to that of a Recycling Specialist I, Range B in California state service and must have included responsibility for a major segment of a broad and complex recycling, waste management or environmental program. (Promotional candidates who are within six months of satisfying the experience requirements for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.) **and**

EDUCATION Equivalent to graduation from a recognized college with any major but preferably with specialization in physical or natural sciences; environmental studies including ecology; resource management or conservation; economics; or a related field. (Additional qualifying experience in recycling and/or waste management, regulation, analysis, research; or resource recovery may be substituted for the required education on a year-to-year basis.) (Registration as a senior in a recognized college will admit applicants to the examination. But they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (A graduate degree in one of the areas specified above may be substituted for one year of the required experience.) Individuals with two different recognized graduate degrees, each of which constitutes a full degree program in the same areas, may substitute this achievement for two years of experience. Candidates who are in their final semester or quarter in either degree program may be admitted to the examination if otherwise qualified, but they must receive the degree before they can be considered eligible for appointment.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

THE POSITION

The Recycling Specialist II independently performs the full range of the more responsible, varied and complex work associated with evaluation management, and regulation of the beverage container recycling program. Incumbents perform analysis, prepare procedures in relation to processing fees, certification process, financial incentives, recycling centers, financial audits, marketing and research, redemption rates, recycling rates, handling costs, annual reports, environmental field surveys, recycling technologies, regulatory proceedings, certification regulations and recycling center site inspections. This level may be assigned lead responsibility over other technical staff.

SCOPE

In addition to evaluating the competitor’s relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

KNOWLEDGE OF

- 1. Basic principles of technical research.
- 2. Biological, physical and environmental science.
- 3. Physical characteristics of recycling beverage container materials.
- 4. Current practices of recycling and waste management technologies.
- 5. Principles and procedures of recycling/waste management, including research and literature on the impact of the recycling program in California.
- 6. Federal, State, and local regulations, Legislative and regulatory process, programs, and responsibilities related to recycling materials.
- 7. Concepts of a variety of disciplines including economics, resource management as related to recycling/waste management.

ABILITY TO

- 1. Collect recycling data, analyze and evaluate data and reach sound conclusions.
- 2. Analyze situations and take appropriate action.
- 3. Establish and maintain cooperative relations with local governments and all persons contacted in the work.
- 4. Prepare clear, complete and technically accurate reports.
- 5. Communicate effectively.
- 6. Plan, organize, and carry out recycling/waste management studies or projects.
- 7. Coordinate the work of others.
- 8. Make oral presentations.
- 9. Evaluate technical data and develop and prepare recommendations based on findings.
- 10. Be objective and flexible.
- 11. Meet critical deadlines.
- 12. Work with a variety of disciplines inside and outside State Government.
- 13. Read and understand technical reports relating to emerging recycling technologies.
- 14. Assess the impact of proposed legislation and new statutes.
- 15. Organize materials for public presentations and dissemination.
- 16. Anticipate and respond to public concern with tact and sensitivity.

CAREER CREDITS

Will not be granted for this examination.

VETERANS
PREFERENCE CREDITS

Will not be granted for this examination.

TRAVEL
ACCOMMODATIONS

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation (i.e., transportation, lodging, parking, etc.).

GENERAL INFORMATION: It is the candidate’s responsibility to contact the Department of Conservation in Sacramento at (916) 322-7685 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, www.spb.ca.gov, local office of the Employment Development Department and the Department noted on the front. Only applications with a revision date of 12/2001 will be accepted in the examination. All other applications will be returned.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of dates, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartment promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include considerations of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test by scoring at least 35 on each of the five subtests and averaging 45 for all the subtests; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted, it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference Application, which is available from the State Personnel Board Offices or written test proctors.